



1ST INFANTRY DIVISION

COMMANDER'S POLICY

DUTY FIRST!



Policy No. CG-6

Proponent: G-1

Date: 1 Feb 05

SUBJECT: Pass Policy

1. References. AR 600-8-10, Leaves and Passes, 31 July 2003.
2. Due to the unique travel opportunities in Central Europe, 1st Infantry Division needs an effective pass policy that prescribes the proper procedures for taking a pass. Leaders must go beyond simply giving pre-weekend and pre-holiday safety briefings. First-line supervisors must be actively involved in planning Soldier passes, and must reach an in-depth, joint understanding and agreement with Soldiers. This is GEN Bell's "meeting under the oak tree." Soldiers in the 1st Infantry Division must follow these procedures when they leave the local area from which they are assigned. The local area includes any area that the Soldier can reach within three hours driving at a reasonable speed. If the trip would reasonably take more than three hours, the Soldier must obtain a pass.
3. A Soldier must submit a DA Form 31 to their chain of command in order to take a pass. The commander must approve the pass and return a copy of the DA Form 31 to the Soldier prior to the Soldier departing on pass. The Soldier will complete blocks 2 through 8, 10 and 11. In block 7, the Soldier will mark "Other" and write "pass" on the line.
4. The Soldier's first-line supervisor will review the DA Form 31 and make a "verbal contract" with the Soldier. This leader should gather information about the Soldier's pass plans, jointly assess risks, and have the Soldier agree to specific measures to ensure a safe return. After this meeting, the supervisor will mark the appropriate box in block 12 and sign below the box. The DA Form 31 will then be processed through the chain of command to the company commander.
5. The Soldier's commander will also review the DA Form 31 to ensure the planned trip makes sense given the time constraints for the pass period. If the commander elects to approve the pass, the commander will sign block 13, and print his/her name and title in the block. The commander must ensure that the Soldier understands the pass period begins and ends from the installation or from the Soldier's home, if the Soldier lives off-post. The unit will maintain a copy of the DA Form 31 until the Soldier safely returns from the pass at which time the command may destroy the DA Form 31.

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6. Before departing on the pass, unit leaders will present a safety briefing at a company or platoon assembly. Leaders should emphasize what hazards Soldiers may face and what they must do to protect themselves.

7. A copy of the completed DA Form 31 will be provided to the Soldier prior to departing on the pass. The Soldier will take a copy of the DA Form 31 with him/her on the pass.



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Commanding